

# BOWMAN COMMUNITY CENTER RESERVATION REQUEST FORM

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Activity Planned: \_\_\_\_\_ Number to Attend: \_\_\_\_\_

Person picking up & returning key: \_\_\_\_\_

Applicants must be 21 years of age and will be required to provide a copy of valid identification with the application. **No fees can be charged for entry to the center.** Deposit due at time of reservation. Rental fee must be paid 30 days prior to reserving the venue or applicant forfeits deposit. Cancellations must be made 48 hours prior to rental or applicant forfeits deposit. Deposit is refunded to the applicant ONLY.

I have read, understand and agree to comply with all conditions set forth. I agree to abide by the rules and regulations for the Bowman Community Center and understand and agree to the conditions for the use of the Bowman Community Center. Furthermore, I understand I will be removed without a refund if any of these rules or regulations is violated. I release and hold harmless the City of Bowman, and any associated entities from any and all liability, including, but not limited to theft, personal injury, acts of war, or acts of God. I will be solely liable for any claims alleging death, illness or injury resulting from the use of the community center building.

I also understand that I am responsible for the cleaning of the Community Center and that my deposit will be returned only after the Community Center has passed inspection and all other requirements stipulated in this contract have been met.

Failure to abide by the Rules and Regulations of the Bowman Community Center and/or the cleaning guidelines could result in the forfeit of all of my deposit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

(OFFICE USE ONLY)

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Staff Signature: \_\_\_\_\_ ID Copied: \_\_\_\_\_

Deposit Fee: \_\_\_\_\_ Cash/Check# \_\_\_\_\_ Date Paid: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Cash/Check# \_\_\_\_\_ Date Paid: \_\_\_\_\_

Sanitizing Fee: \$100.00 \_\_\_\_\_ Cash/Check# \_\_\_\_\_ Date Paid: \_\_\_\_\_

Deposit Refund: \_\_\_\_\_ Check# \_\_\_\_\_ Date Refunded: \_\_\_\_\_

## RULES AND REGULATIONS FORM FOR BOWMAN COMMUNITY CENTER RESERVATION REQUEST

Please read the following requirements and conditions. Your initials indicate your understanding of each rule and condition.

1.	<b>Limit for people present.</b> A maximum of <b>50 people</b> are permitted in the building during your event per the Georgia Governor's mandate.	
1.	<b>Smoking in the building is prohibited.</b> Smoking is permitted outside the building, please dispose of butts in receptacles.	
2.	<b>Prohibited on the property:</b> Alcohol, controlled substances, firearms or weapons, strobe lights, loud music. <b>If the sheriff is called out for any reason, deposit is forfeited.</b>	
3.	<b>Decorations:</b> Tacks, staples, pins or tape cannot be used on the furniture or walls; Do not hang decorations from ceiling fans or light fixtures; Any decorations tied/fastened to tables or chairs should be removed; Windows may not be blacked out or covered.	
4.	<b>Tables &amp; Chairs:</b> All tables and chairs are to be cleaned and returned to their original positions (placement map provided). Do not slide tables across the floor as this damages the surface of the floor.	
5.	<b>Kitchen &amp; Bathrooms:</b> Sinks, fixtures, counter tops, and appliances must be thoroughly cleaned, removing all items from refrigerator.	
6.	<b>Floors:</b> Floors must be swept and mopped; Gum, candy, wax, scuffs must be removed from floors; Cleaning materials & supplies are provided in the janitor's closet; Mop water is to be disposed of in the janitor's closet mop sink. Use WATER ONLY to mop the floors and rinse mop head thoroughly.	
7.	<b>Trash Removal:</b> All trash must be removed from the building and placed in the dumpster provided. Can liners are provided.	
8.	<b>Exterior:</b> Check and clean up outside areas of debris/litter.	
9.	<b>Before Exiting the Center, please verify the following:</b> All sink faucets are turned off. Thermostats are to be <b><u>TURNED OFF during the Summer and set to 55 during the Winter.</u></b> All lights and fans are turned off; and all doors are pulled completely shut and locked. <b>Return of your deposit depends on this!!</b>	
10.	<b>All event functions and cleaning must be concluded by 11:00p.m. Keys returned no later than 9a.m. following day of event. Drop box provided at city hall on weekend or holiday to return keys.</b>	

## **TABLES / SEATING**

### 10 ROUND TABLES

EACH TABLE ACCOMODATES 7 PEOPLE  
TABLES ARE 60 INCHES IN DIAMETER

### 9 LONG TABLES

EACH TABLE ACCOMODATES 10 PEOPLE  
TABLES ARE 72 INCHES x 30 INCHES

### 140 CHAIRS

***PLEASE RETURN CHAIRS TO TABLE TOPS OR  
RACKS AND  
TABLES TO CORRESPONDING POSITIONS ON MAP***

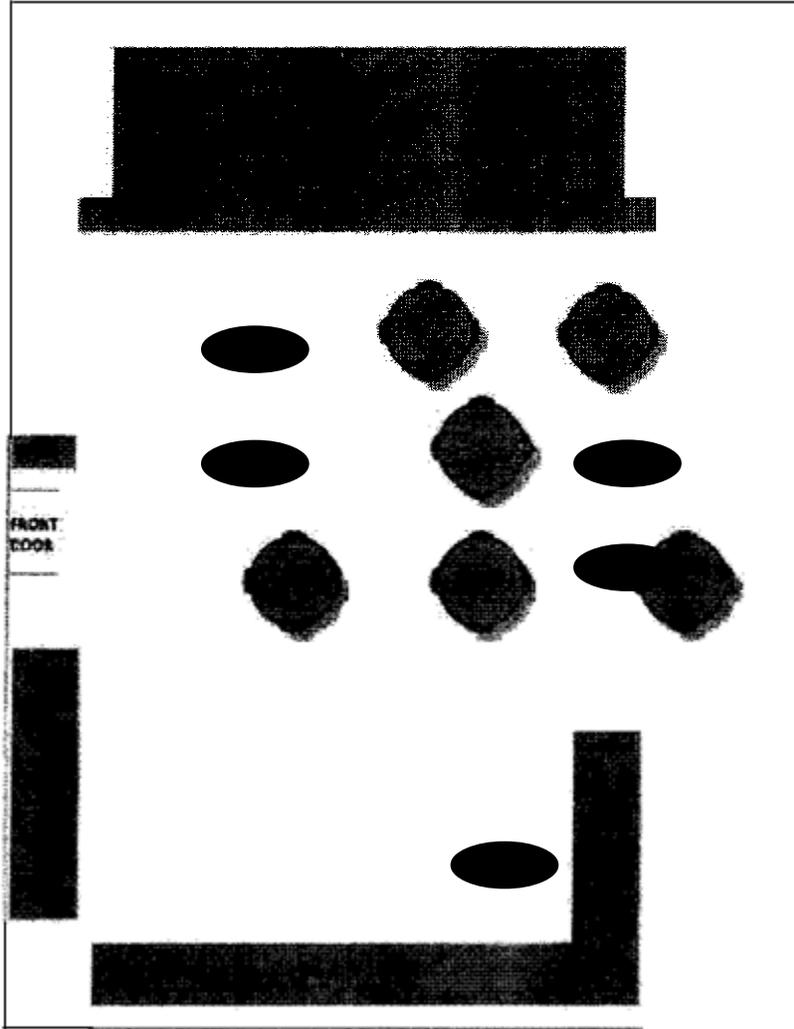
## **ROOM DIMENSIONS**

The Main Room:

 51 feet long X 41 feet wide

The Stage:

 23 feet long X 16 feet wide



### **Community Center Rental Fees**

- **Bowman Resident (Refundable) Deposit: \$150.00**
- **Non-Resident (Refundable) Deposit: \$300.00**
  - **Rental (First Day): \$200.00**
  - **Each Additional Day: \$100.00**
  - **Sanitizing Fee: \$100.00**